ARCHIVES REACH OUT

Rochester in 1853

MARAC

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE SPRING '84 MEETING

ROCHESTER PLAZA HOTEL
ROCHESTER N.Y.
APRIL 26-28 1984

Archives Reach Out

"If anything troubles archivists, it is change," suggested Edward Weldon in his 1982 SAA Presidential address. Yet archivists must continually confront change, must find better solutions to existing archival problems, must develop ways to meet new challenges, and must recognize and seize new opportunities. The general title of the spring 1984 MARAC meeting, "Archives Reach Out," suggests a receptiveness to new ideas and a determination to search out or develop new approaches to our important mission of managing the nation's documentary heritage. Several sessions at the conference are designed to develop themes based on this general idea. One essential theme is the need to "reach out" to the general public to achieve a better "image" of archival work, and to garner more sustained support for archival programs. Another theme is that of archival programs reaching out to each other to approach common problems in a cooperative or concerted way. A third theme is that of more systematically reaching out to researchers and more carefully analyzing the significance of research use. Adaptation of new technological advances in microfilm, optics, photographic preservation, and automated data processing constitutes a fourth theme. Other sessions and a number of basic workshops have been developed in response to interests and needs expressed by MARAC members for professional development opportunities in a variety of areas.

The conference is "reaching out" in still another sense -- to those New Yorkers and Canadians who usually attend the annual meeting of the Lake Ontario Archives Conference (LOAC). That conference is not being held this year in order to allow attendance at the MARAC meeting but a number of sessions have been designed with special appeal to people who usually attend LOAC.

The Program Committee hopes that the spring 1984 meeting will meet the diverse needs of archivists and archival institutions in the MARAC region.

Bruce W. Dearstyne
For the Spring 1984 MARAC Program Committee

SPRING 1984 MARAC PROGRAM COMMITTEE

Bruce W. Dearstyne, New York State Archives, Chair
Jodi Koste, Medical College of Virginia
John O. Noble, City of Rochester
Annamarie V. Sandecki, J. Walter Thompson Company
Roy H. Tryon, Delaware Bureau of Archives and Records Management
Christine Ward, New York State Archives
Mary Wolfskill, Library of Congress

THURSDAY, APRIL 26

10:00 a.m.-4:00 p.m. **ARCHIVES: AN INTRODUCTION**

Susan E. Davis, Curator of Manuscripts, New York Public Library/ Adjunct Lecturer, School of Library Service, Columbia University.
Robert Sink, Manuscripts Specialist, New York Public Library/ Adjunct Lecturer, School of Library Service, Columbia University.

This intensive, five-hour workshop is designed as an introduction to all aspects of archival work for those new to the profession or for those who have recently assumed responsibility for an historical records program in their institution. The workshop will emphasize the structure, functions, and standards, for establishing and maintaining an archival program. Topics covered will include: administration, collection development, processing, preservation, and public service. Preregistration is required, and enrollment is limited to the first 25 who preregister. Please briefly describe your program responsibilities and your archival experience and indicate why you are interested in this workshop. Workshop fee: $20.00

10:30 a.m.-4:30 p.m **BASIC CONSERVATION WORKSHOP**

Ann Russell, Director, Northeast Document Conservation Center.
Mildred O'Connell, Field Service Director, Northeast Document Conservation Center.

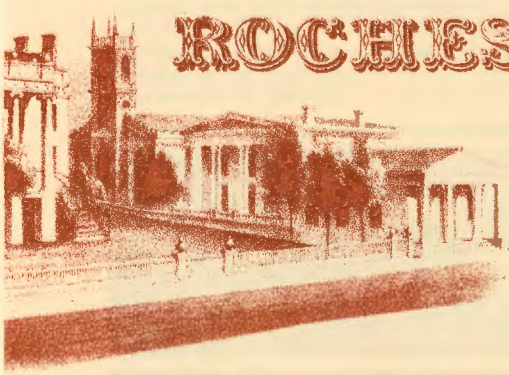
This full-day workshop will introduce participants to basic preservation information and procedures. Through slides and lectures, Northeast Document Conservation Center Staff will provide advice on all aspects of developing and managing a preservation program. Preregistration is required. Workshop fee: $20.00

1:00 p.m.-5:00 p.m. **SEMINAR ON IMAGE PROCESSING**

This seminar, sponsored by the Eastman Kodak Company, will explore the future of information management systems, including micrographics, computer output microfilm, optical disks, and automation as it applies to information storage and retrieval. The seminar will be held at the Eastman Kodak Marketing Education Center, 4545 East River Road, Rochester. Preregistration is required. No registration fee, but a $10.00 transportation fee is required. Participants assemble in Hotel lobby at 12:30 P.M.

3:00 p.m.-6:00 p.m. **MARAC Steering Committee Meeting**

7:00 p.m.-10:00 p.m. **Reception, Rochester City Hall, 30 Church Street, Rochester**



FRIDAY, APRIL 27

8:00 a.m. **Registration and Coffee**
9:00 a.m.

9:00 a.m. **Welcome** - Honorable Thomas P. Ryan, Mayor, City of Rochester

9:15 a.m. **PLENARY SESSION**
11:00 a.m.

"ARCHIVES REACH OUT: GROWING CHALLENGES AND NEW OPPORTUNITIES"

The theme of the spring 1984 MARAC meeting is "Archives Reach Out" --to each other on a cooperative basis, to new researchers, and to the general public to achieve greater understanding and support. The plenary session will introduce this theme through two presentations: one on the "ultimate" use of archives and the significance of the research that is done in them, and the other on the archival "image" in the public mind and on ways to improve that image.
Chair/Commentator: Carole F. Huxley, Deputy Commissioner for Cultural Education, New York State Education Department.
Papers: "The Ultimate Reference Question: What is the Use of Archives?" - Frank G. Burke, Executive Director, National Historical Publications and Records Commission.
"Image and Reality: How Can Archivists Improve Public Understanding?" - Ann Morgan Campbell, Executive Director, Society of American Archivists.

11:00 a.m **Break**
11:15 a.m.

11:15 a.m. **CONCURRENT SESSIONS**
12:30 p.m.

1. **COOPERATION AMONG THE STATES: POSSIBILITIES AND PROSPECTS**

   Most of the problems facing the archival profession exist in all of the states, but archivists have given little attention to the potential for interstate cooperation to address these problems. This session will explore the prospects for interstate cooperation in conservation, archival education, documentation strategies, and other key areas of common archival concern.
   Chair/Commentator: George Rollie Adams, Executive Director, Buffalo and Erie County Historical Society.
   Papers: "Interstate Conservation Services: Lessons from the Northeast Document Conservation Center's Experience" - Ann Russell, Director, Northeast Document Conservation Center.
   " 'Don't Stop at the State Line': Possibilities For Cooperation Among the States to Solve Common Archival Problems" - Margaret Child, Assistant Director of Research Services, Smithsonian Institution Library.

2. **IMPROVING LOCAL GOVERNMENT RECORDS PROGRAMS: NEW APPROACHES TO AN OLD PROBLEM**

   Local government records are among the most important, and the most inadequately managed, of the nation's archival resources. Many archivists and local government officials recognize the problem, but few have developed programs to bring lasting improvements. This session will explore two approaches that hold promise for such improvement: cooperative programs, and more effective, better-defined state services.

Chair/Commentator: Patricia B. Adduci, Monroe County Clerk and Member, New York State Historical Records Advisory Board.
Papers: "Building a Cooperative Program: The Albany City/County Project" - Robert W. Arnold III, Executive Director, Albany County Hall of Records.
"New Approaches to State Supervision of Local Government Records" - Roland M. Baumann, Chief, Division of Archives and Manuscripts, Bureau of Archives and History, Pennsylvania Historical and Museum Commission.

3. LAND RECORDS: A NEGLECTED ARCHIVAL RESOURCE

The intriguing question of how legal ownership of land developed in America will be addressed in this session on public and private land records of the colonial and early national periods. Speakers will discuss the creation, format, and research value of this underutilized group of records. (Lake Ontario Archives Conference session)
Chair/Commentator: Christopher Densmore, Assistant Archivist SUNY Buffalo University Archives.
Papers: " 'Sundry Negroes, Popish Recusants, and Branded Geldings': Some Aspects of Colonial Maryland Land Records" - Richard Richardson, Archivist, Maryland Hall of Records.
"Archival Jigsaw Puzzle: The Interrelationship of Private and Public Land Records in 18th and 19th Century New York" - James D. Folts, Archivist II, New York State Archives.

4. THE NEW TECHNOLOGY AND ARCHIVAL PROGRAMS: OPTICAL DISKS

Will optical disks change the nature of archival work? This session focuses on the development, use, and potential of optical disk technology as a means of storing and managing archival information. The first speaker will discuss the application of optical disk technology to archival programs. The second will describe a project to produce optical disks of visual resources, study user reaction, and explore their potential use as preservation tools.
Chair/Commentator: Robert Mayer, Director, International Museum of Photography at Eastman House.
Papers: "Optical Disks and Archival Preservation and Management" - Raymond J. Wulf, Marketing Director, Mass Memory Products, Eastman Kodak Company.
"The Library of Congress Optical Disk Pilot Program" - Elizabeth Betz, Picture Cataloging Specialist, Prints and Photographs Division, Library of Congress.

12:30 p.m. **MARAC LUNCHEON**
2:00 p.m.

LUNCHEON SPEAKER

"ARCHIVISTS AS ADVOCATES: BUILDING PUBLIC AND POLITICAL SUPPORT FOR HISTORICAL RECORDS PROGRAMS"

Norman M. Adler, Director, Department of Political Action and Legislation, District Council No. 37, American Federation of State, County, and Municipal Employees, and Member, New York State Historical Records Advisory Board.

2:00 p.m. **CONCURRENT SESSIONS**
3:15 p.m.

5. ARCHIVISTS AND GENEALOGISTS: A TWO-WAY STREET

Archivists and genealogists should be natural allies, but too often they are at odds with each other. This is especially so regarding finding aids, extent of reference services, and institutional collecting activities. This session will address the issues involved on both sides through presentations by

a reference archivist and an experienced genealogical researcher. (Lake Ontario Archives Conference session)
Chair/Commentator: Jodi Koste, Archivist, Tompkins-McCaw Library, Medical College of Virginia.
Papers: "Searching For Sources: The Genealogist's Quest" - Walter Steesy, Chair, Genealogical Conference of New York, Inc.
"The Archivist's Role in Genealogical Research" - C. Russell McCabe, Archivist, Delaware State Archives.

6. ARCHIVISTS AND THE PUBLIC HISTORY MOVEMENT

This session will explore the relationship between archivists and the emerging public history movement, particularly in the area of professional training. The director of a new public history program will discuss his students' instruction in archival work. A recent graduate of an academic history program will compare and contrast her education with that received by public historians.
Chair/Commentator: William Alderson, Director, Margaret Woodbury Strong Museum.
Papers: "Public History And The Education Of Archivists" - Ivan Steen, Director, Public History Program, State University of New York at Albany.
"Can You Climb Down The Ivory Tower? Academic History and Archival Training" - Joan Gosnell, Assistant Archivist, American Irish Historical Society.

7. ACCOMPLISHMENTS AND EXPECTATIONS: MARAC AS AN ORGANIZATION

This session will discuss what MARAC has achieved, and what it can achieve in the coming years. The chairman of the Task Force on MARAC's Missions and Goals will report on his committee's findings and recommendations. MARAC's current Chairperson will appraise the organization's past and share his ideas on its future.
Chair/Commentator: Mary Boccaccio, Senior Archivist, Javits Collection, SUNY-Stony Brook.
Papers: "Planning MARAC's Future: Task Force on Mission and Structure" - Fredric Miller, Curator, Paley Library-Urban Archives Center, Temple University.
"MARAC's Past and Future" - Bruce I. Ambacher, Chairperson, MARAC.

8. DEVELOPING DOCUMENTATION STRATEGIES: APPROACHES AND ALTERNATIVES

Many archivists are attempting to chart a new approach to the entire issue of appraisal through the development of systematic "documentation strategies" that will ensure the selection and retention of information needed to document key institutional developments and other important areas of human activity. This session will describe two projects for the development of documentation strategies, and will assess the significance of this approach for the future of archival work.
Chair/Commentator: Patricia Aronsson, Staff Director, Documentation Standards Staff, National Archives and Records Service.
Papers: "Documenting the History of Science and Technology" - Helen Slotkin, Institute Archivist, Massachusetts Institute of Technology.
"Developing Documentation Strategies for Our National Legislature" - William Moss, Archivist, Smithsonian Institution.

3:15 p.m. **Break**
3:30 p.m.

3:30 p.m. **CONCURRENT SESSIONS**
4:45 p.m.

9. THE NEW TECHNOLOGY AND ARCHIVAL PROGRAMS: MANAGEMENT AND PRESERVATION OF SOUND RECORDINGS

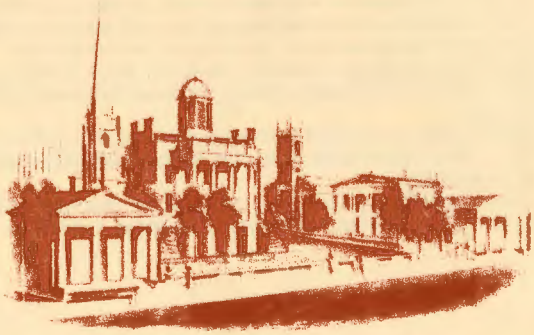
This session deals with the problems of maintaining and providing access to audio recordings, particularly those recorded on magnetic tape. Standards for preservation and storage will be discussed as well as procedures for use of sound recordings.
Chair/Commentator: Daniel Lorello, Archivist I, New York State Archives.
Papers: "Sound Recordings in Archives--Research, Access, and Use" - Ernest Dick, Chief, Collections Development, National Film, TV and Sound Archives, Public Archives of Canada.
"Preservation and Maintenance of Sound Recordings" - William Storm, Director, Thomas A. Edison Re-recording Lab, Syracuse University.

10. ARCHIVISTS AND ADVOCACY COALITIONS

This session will discuss the past performance and possible future role of archivists as members of coalitions to influence legislation and public policy in areas that have direct bearing on archival programs.
Chair/Commentator: Anne Van Camp, Archivist, Chase Manhattan Bank.
Papers: "Organizing Advocates for Libraries and Archives: Making it CLiC in New York" - Richard S. Halsey, Executive Director, Citizens' Library Council of New York State (CLiC).
"Archivists and Historians in Tandem: Strategies for Effective Advocacy" - Page Putnam Miller, Director, National Coordinating Committee for the Promotion of History.

11. PRESERVATION OF PHOTOGRAPHIC IMAGES

This session draws on the expertise of a photographic conservator and a scientist who will discuss why photographs deteriorate and what practical, inexpensive and non-technical treatments can be implemented to slow this deterioration. Current standards for preservation and storage will be stressed.
Chair/Commentator: Mary Ann Kenworthy, Photographic Archivist, University of Pennsylvania Photo Archives
Papers: "Deterioration of Photographic Material and Practical Preservation Solutions" - Grant Romer, Conservator, International Museum of Photography at Eastman House.
"Standards for Preservation and Storage of Photographic Material" Peter Adelstein, Supervisor, Physical Performance Section, Manufacturing Technology Division, Eastman Kodak Company.



2:00 p.m. **TOURS OF ARCHIVAL FACILITIES**
4:45 p.m.

During this period tours will be available to the following archival facilities:

University of Rochester, Rare Books/Special Collections
City of Rochester Records Center
Rochester Historical Society
Rochester Institute of Technology
Margaret Woodbury Strong Museum Library
International Museum of Photography at Eastman House
Rochester Museum and Science Center
Rochester Public Library, Local History Division
American Baptist Historical Society Archives
Rochester Catholic Archives at Colgate - Rochester Divinity School
Bishop Fulton J. Sheen Archives
Archives of St. Bernard's Seminary

Preregistration is required. Please indicate preferences on registration form. More information will be available at the Registration Desk.

4:45 p.m.- 6:00 p.m. **State Caucus Meetings**

5:30 p.m.- **Cash Bar - Exhibits Area**

8:00 p.m.- 11:00 p.m. **Hospitality Room**

SATURDAY, APRIL 28

8:00 a.m. **Registration**
8:30 a.m.

8:15 a.m. **Breakfast and MARAC Business Meeting**
9:30 a.m.

9:30 a.m. **CONCURRENT SESSIONS**
10:45 a.m.

12. MAPS IN ARCHIVES: MANAGEMENT AND PRESERVATION OF CARTOGRAPHIC RECORDS (WORKSHOP) (PART I)

James Corsaro, Senior Librarian, New York State Library
Stuart Kohler, Conservator, New York State Archives

This workshop is divided into two parts. The first part, presented by James Corsaro, will cover appraisal and accessioning, arrangement and description, and reference services for cartographic resources. The second part, presented by Stuart Kohler, will cover care of cartographic resources, including environmental control and storage and handling. Preregistration is required, but there is no registration fee.

13. DOCUMENTING ROCHESTER FOR PUBLIC CONSUMPTION

This session will explore two uses of historical records to increase public understanding of history. The first speaker will describe his work with neighborhood residents documenting and writing about the history of their neighborhoods. The second speaker will describe the use of historical records as part of the interpretive program of an outdoor historical museum. (Lake Ontario Archives Conference session)
Chair/Commentator: Kathleen Kutolowski, Associate Professor of History, SUNY at Brockport.
Papers: "Researching and Writing the History of Rochester Neighborhoods" - Dan Karin, Graduate Student, SUNY at Buffalo.
"Using Historical Records in an Outdoor Museum Setting" - William Siles, Historian, Genesee Country Village.

14. FINDING AIDS FOR THE LOCAL HISTORICAL SOCIETY: WHAT DO YOU NEED?

Archival training programs and literature on processing and finding aids set out approaches which are not usually within

the means of many local historical societies. Special direction will be given by representatives of two such societies in achieving acceptable levels of collection access. (Lake Ontario Archives Conference session)
Chair/Commentator: Alma Creek, Assistant, Rare Books and Special Collections Department, Rush Rhees Library, University of Rochester.

Papers: "Diamonds In Our Own Backyard: Finding Aids At Our Fingertips" - William Brackney, Executive Director, American Baptist Historical Society.
"Finding Local History: Ideas for Small Institutions" - Terry McNealy, Librarian, Bucks County Historical Society.

15. THE NEW TECHNOLOGY AND ARCHIVAL PROGRAMS: AUTOMATED ACCESS TO ARCHIVAL INFORMATION

This session features discussion of data management systems currently being developed for archival use. Speakers will discuss advantages of each system, their experiences in working with the system, and its implications for the future.
Chair/Commentator: Leon Stout, Head, Penn State Room, Pennsylvania State University.
Papers: "Adaptability of Automated Library Systems for Archival Use" - Richard Szary, Associate Archivist, Smithsonian Archives.
"The RLIN System: New Developments at Cornell" - Elaine Engst, Senior Assistant Archivist, Manuscripts and Archives, Cornell University.

10:45 a.m. - 11:00 a.m. **Break**

11:00 a.m. - 12:15 p.m. **CONCURRENT SESSIONS**

16. MAPS IN ARCHIVES (WORKSHOP), PART II (SEE DESCRIPTION ABOVE, SESSION NO. 12)

17. OUTREACH EFFORTS: WHERE DO WE GO FROM HERE?

Kathleen D. Roe, Archivist II, New York State Archives
Elsie Freeman, Director, Academic, Professional, and Public Programs, National Archives and Records Service

This roundtable discussion is intended for archivists who have developed outreach or educational materials for use with school groups, the media, or various types of researchers. The session will provide an opportunity to share all kinds of materials and to discuss successes and failures in developing them. The discussion leaders will also suggest the steps in administering programs for any public, and guide discussion of alternatives for new approaches in this area.

18. ADMINISTRATION OF PHOTOGRAPHIC COLLECTIONS

This session will cover several aspects of the management of photographic collections. One speaker will discuss the basic problems of appraisal, selection, and access to visual information in photographic material. The second speaker will discuss reference considerations, including the questions of copyright and privacy, and the variety of research uses of photographs.

Chair/Commentator: William Leary, Editor, Picturescope
Papers: "Problems of Appraisal, Selection, and Access in Photographic Collections" - Judith Felsten, Archivist, Balch Institute.
"Reference Use of Photographic Collections" - Andrew Eskind, Director of Interdepartmental Services, International Museum of Photography at Eastman House.

12:15 p.m. - 1:15 p.m. **Lunch** (Box lunch available - See Registration Form)

1:15 p.m. - 2:30 p.m. **CONCURRENT SESSIONS**

19. NEW DIRECTION IN RECORDS APPRAISAL

This session will offer suggestions for new approaches to appraising records. Speakers will discuss their experiences in planning and managing programs for appraising federal and state records.
Chair/Commentator: Paul Chestnut, Head of Reference and Reader Service, Manuscripts Division, Library of Congress.
Papers: "Adequacy of Documentation: A New Approach to Ensuring Proper Appraisal of Federal Records" - Tom Brown, Archivist, National Archives and Records Service.
"The Analytical Elements of a Comprehensive Public Records Survey and Appraisal" - James Boyle, Records Administrator, Pennsylvania Bureau of Publications and Paper Management.

20. COLLECTING STRATEGIES FOR RELIGIOUS ARCHIVES

All archivists should develop a policy which states their repository's collecting strategy. This session will explore two different approaches to formulating such a policy for religious archives.
Chair/Commentator: Sr. Mary Ellen Gleason, Archivist, Sisters of Charity, Convent of St. Elizabeth.
Papers: "Social History and Religious Archives" - Margaret McGuinness, Student, Union Theological Seminary.
"A Theological Perspective: Stewardship in the Archives" - Russell Gasero, Archivist, Reformed Church in America.

21. NO EASY ANSWERS: THE ADMINISTRATION OF EPHEMERA AND ARTIFACTS

Archivists are often faced with single items or large collections of non-textual materials. In this session a print curator will discuss working with ephemera. An institutional archivist will speak on the benefits and liabilities of administering a parent organization's artifacts.
Chair/Commentator: Barbara Niss, Assistant Archivist, Medical Archives, New York Hospital - Cornell Medical Center.
Papers: "The Last Box Syndrome: Filing and Finding Ephemera" Helena Zinkham, Curator, New-York Historical Society.
"An Alchemic Approach to Ephemera: Turning Dross Into Gold" - Nancy McCall, Assistant Archivst and Research Associate in the History of Medicine, Alan Mason Chesney Medical Archives of the John Hopkins Medical Institutions.

2:30 p.m. Onward **Rochester Sesquicentennial Activities.** More information available at registration desk.

(Note: We are grateful to the New York State Library for providing program brochure illustrations, from an 1839 map and an 1853 panoramic view of Rochester. We also express appreciation to Light Impressions, Inc., for providing funds to assist in printing the brochure.)